

CAL GRANT RECONCILIATION



*PRESENTED BY:
CALIFORNIA STUDENT AID
COMMISSION*



IN TODAY'S WEBINAR...

- Phones will be muted to eliminate background noise
- All questions can be typed in the Q&A panel to the right, staff is available to answer your questions
- As you exit today's webinar, you'll be prompted to complete a brief survey, your response is greatly appreciated
- All student information presented is fictitious.

TODAY'S AGENDA

- What is Reconciliation
- Reconciliation Timeline
- 5 Easy Steps for Accurate Reconciliation
- Best Practices
- Resources



WHAT IS RECONCILIATION?

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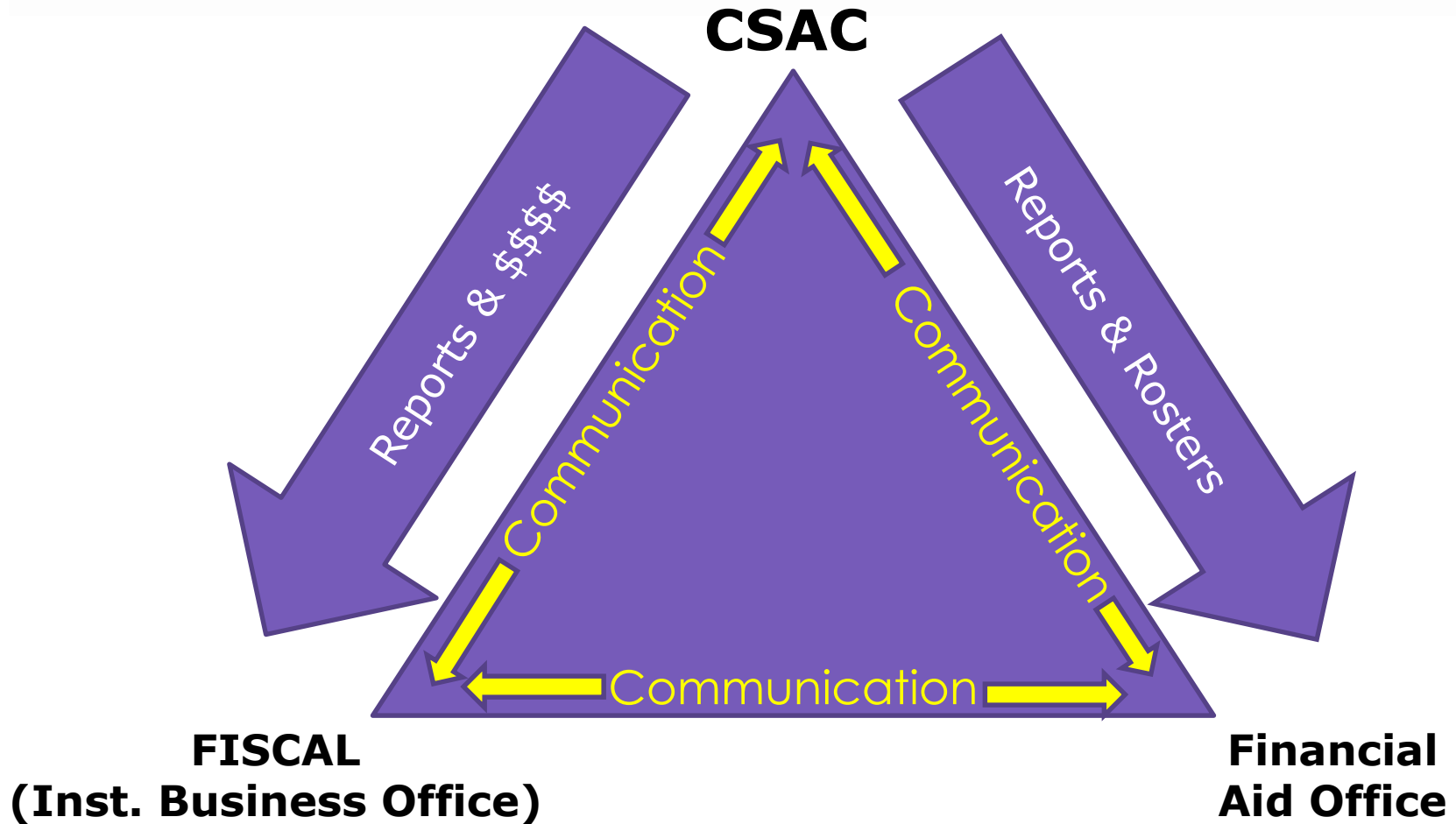
- Verification that all Cal Grant funds have been disbursed to each student in the correct amounts
- Confirmation that all payments have been properly reported to the Commission



WHAT IS RECONCILIATION?

- A three-way exchange between the institution's FAO, accounting office, and the Commission to reconcile Cal Grant expenditures for each award year on a student-by-student basis
- Institution will certify that it has paid each student an amount that reconciles to the Commission's records for both Cal Grant funds expended and the student attendance
- Communication is the key to successful reconciliation

WHAT IS RECONCILIATION?



RECONCILIATION TIMELINE

<u>Month</u>	<u>Description</u>
August 2014 – July 2015	14/15 Award Year
September 2015	Last month for payments
October 2015 – November 2015	Correction period
December 2015	Final Reconciliation
January 2016	Invoicing for excess funds
February 2016	Beginning of penalty letters

5 EASY STEPS TO ACCURATE RECONCILIATION

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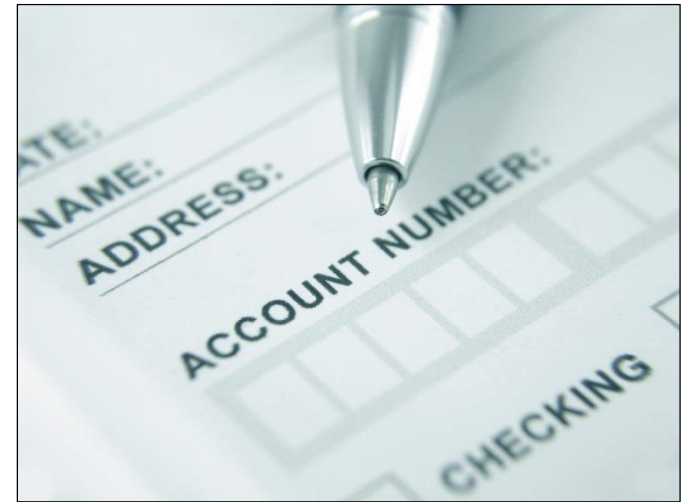
1. Account for funds received by the institution
2. Verify accuracy of disbursement amounts for each student
3. Ensure that payment transactions and student statuses are reported to the Commission correctly
4. Verify that actual disbursements match payments reported to the Commission
5. Ensure that any remaining funds are returned to the Commission after Final Reconciliation

STEP 1

**ACCOUNT FOR FUNDS RECEIVED BY THE
INSTITUTION**

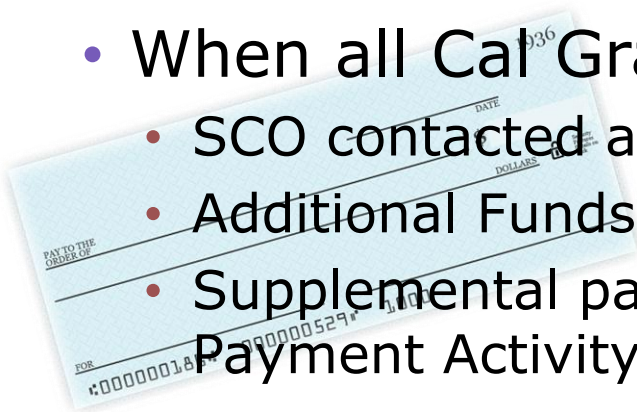
ACCOUNT FOR FUNDS RECEIVED

- Check with Business Office
- Check Monthly Payment Activity Report
- If any questions about Electronic Funds Transfer (EFT), contact Monique Doduc



SUPPLEMENTAL PAYMENTS

- Checks for reconciled payments or adjustments (RP/RA) on a weekly basis
- Deducts all RP/RA from running Cal Grant balance
- When all Cal Grant funds are exhausted:
 - SCO contacted automatically
 - Additional Funds sent via EFT or warrant to institution
 - Supplemental payments appears on the next Monthly Payment Activity Report



STEP 2

**VERIFY ACCURACY OF DISBURSEMENT
AMOUNTS FOR EACH STUDENT**

ENSURING ACCURACY OF PAYMENT AMOUNTS

- Report changes to Commission that would affect eligibility for New and Renewal Students
- Adjust payments for attendance status
 - Half Time (HT)
 - Three Quarter Time (TT)
- Watch for limited eligibility situations

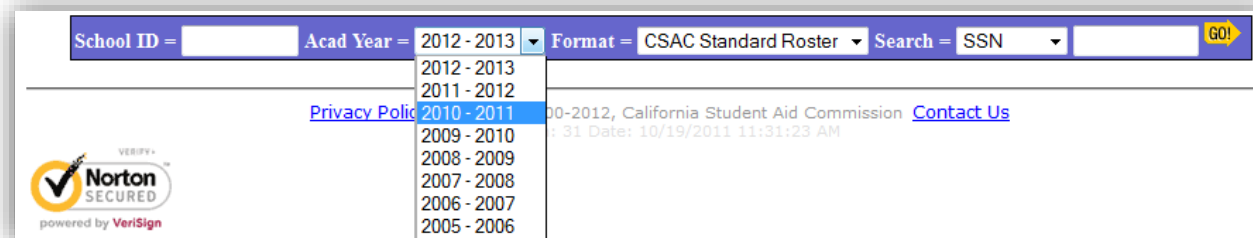


STEP 3

**ENSURE PAYMENT TXN'S AND STUDENT STATUSES
ARE REPORTED TO THE COMMISSION CORRECTLY**

COMMON REPORTING ERRORS

- Reporting a transaction for a student who is not in attendance at your school
- Reporting a transaction or making a school change for a student when the record is set on the wrong award year
 - Users must make sure the correct academic year is selected when using any WebGrants Screens



The screenshot shows a web form with the following fields and options:

- School ID =
- Acad Year = **2012 - 2013** (dropdown menu open, showing options: 2012 - 2013, 2011 - 2012, 2010 - 2011, 2009 - 2010, 2008 - 2009, 2007 - 2008, 2006 - 2007, 2005 - 2006)
- Format = CSAC Standard Roster (dropdown menu)
- Search = SSN (dropdown menu)
-

Below the form, there is a Norton Secured logo and a link to the Privacy Policy. The page footer includes the text: "© 2012, California Student Aid Commission" and "Contact Us".

- Reporting wrong dollar amount for part time students

COMMON REPORTING ERRORS

- Using the incorrect adjustment reason code.
 - LA- Leave of Absence
 - LD- Student in Default on Student Loan
 - NP- Student not maintaining SAP
 - NS- Used to 'back out' previously reported payment
 - OF, OH, OT- Student's T/F are being paid by outside source

STEP 4

**VERIFY THAT ACTUAL DISBURSEMENTS MATCH
PAYMENTS REPORTED TO THE COMMISSION**

RECONCILIATION EXAMPLE

Payments Reported to CSAC

For month of February 2014

Jim Otto	\$775
Shane Lechler	\$4,416
Rich Gannon	\$775
Tim Brown	\$5,191
Marcus Allen	\$4,416

Total	\$15,573
-------	----------

Payments Disbursed to Students

For month of February 2014

Jim Otto	\$775
Shane Lechler	\$4,416
Rich Gannon	\$775
Tim Brown	\$775
Marcus Allen	\$4,416
Gene Upshaw	\$4,416

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CREATE A SUMMARY REPORT

Display Reconciliation

- ✦ Select either Report or Data file from Display Type. For Report, selecting **Detail** will produce student level information; **Summary** will provide totals. You may select either or both of the **Report** boxes.
- ✦ Reports will display in a text file format. They can be printed using your Web browser.
- ✦ Data Files will display in a text file format and may be saved to your computer. The Tools Menu contains a program that will format the data file using Excel.
- ✦ If you are using Netscape, select the Display/Download link to view. Then use your browser **Save** option to download.


Display Type: Detail Report ☐ Summary Report ☒ Detail Data ☐

School ID = 00131300 Acad Year = 2014-2015 Format = CSAC Standard Reconciliation 

Basic Report Filter for CSAC Standard Format Only

The purpose of this secondary filter is to provide schools with a basic reconciliation tool. After viewing the Reconciliation Summary and identifying areas of discrepancy, schools can use the filter options below to obtain student level data for each summary subtotal.

- ✦ Select the combination of Term, Program Code and Award Type that matches the subtotal or total you are trying to verify. (For more complex filters, use the Customize feature.)

Basic Report Filter: Term Program Code Award Type 

RECONCILIATION REPORT

(SUMMARY)

FILTER CRITERIA : PAY STAT CODE IN ('RA','RP','AA','AP') AND TERM (FL,WN,SP,SU)
INFORMATION FOR TERMS NOT SELECTED WILL DISPLAY AS BLANKS

	FALL	WINTER	SPRING	SUMMER	TOTAL
A T/F	21,562,647.00	21,112,303.00	20,547,056.00		63,222,006.00
B T/F	8,661,966.00	8,226,543.00	7,877,858.00		24,766,367.00
B ACC	1,124,881.00	1,079,980.00	1,027,295.00		3,232,156.00
B TOTAL	9,786,847.00	9,306,523.00	8,905,153.00	0.00	27,998,523.00
C T/F	1,728.00	1,728.00	1,728.00		5,184.00
C B/S	384.00	384.00	384.00		1,152.00
C TOTAL	2,112.00	2,112.00	2,112.00	0.00	6,336.00


TOTAL	31,351,606.00	30,420,938.00	29,454,321.00	0.00	
GRAND TOTAL					91,226,865.00

RECONCILIATION REPORT (SUMMARY)

Basic Report Filter for CSAC Standard Format Only

The purpose of this secondary filter is to provide schools with a basic reconciliation tool. After viewing the Reconciliation Summary and identifying areas of discrepancy, schools can use the filter options below to obtain student level data for each summary subtotal.

- ▶ Select the combination of Term, Program Code and Award Type that matches the subtotal or total you are trying to verify. (For more complex filters, use the Customize feature.)

Basic Report Filter: Term Program Code Award Type 

FILTER CRITERIA : PAY STAT CODE IN ('RA','RP','AA','AP') AND TERM (FL,WN,SP,SU)
 INFORMATION FOR TERMS NOT SELECTED WILL DISPLAY AS BLANKS

	FALL	WINTER	SPRING	SUMMER	TOTAL
A T/F	4,552.00		2,427.00	0.00	6,979.00
B T/F	25,484.00		30,338.00	13,349.00	69,171.00
B ACC	4,069.00		4,844.00	2,134.00	11,047.00
B TOTAL	29,553.00	0.00	35,182.00	15,483.00	80,218.00
C T/F					0.00
C B/S					0.00
C TOTAL	0.00	0.00	0.00	0.00	0.00
<hr/>					
TOTAL	34,105.00	0.00	37,609.00	15,483.00	
GRAND TOTAL					87,197.00

Accounting Report 2014-15 Cal Grant Disbursements

Cal Grant A: \$ 6,979

Cal Grant B: \$79,443

Total: \$86,422

Accounting Report 2014-15 Cal Grant B Disbursements

Fall: \$29,553

Spring: \$34,407

Total: \$79,433

Accounting Report 2014-15 Cal Grant B Spring Disbursements

Tuition & Fees: \$30,338

Access: \$ 4,069

Total: \$34,407

CREATE A DETAILED REPORT

Display Type: **Detail Report** ☒ Summary Report ☐ Detail Data ☐

School ID = 00131300 Acad Year = 2014-2015 Format = CSAC Standard Reconciliation



Basic Report Filter for CSAC Standard Format Only

The purpose of this secondary filter is to provide schools with a basic reconciliation tool. After viewing the Reconciliation Summary and identifying areas of discrepancy, schools can use the filter options below to obtain student level data for each summary subtotal.

- ✦ Select the combination of Term, Program Code and Award Type that matches the subtotal or total you are trying to verify. (For more complex filters, use the Customize feature.)

Basic Report Filter: Term Spring Program Code B Award Type Access



RECONCILIATION REPORT (DETAIL)

RECONCILIATION REPORT (DETAIL)
00111100 - ALLAN HANCOCK COLLEGE

FILTER CRITERIA : PAY STAT CODE IN ('RA','RP','AA','AP') AND
SORT CRITERIA : SSN ASCENDING , TERM ASCENDING , AWARD TYPE
DATES SHOWN IN THIS REPORT ARE IN MMDDYY FORMAT

LAST NAME	FIRST NAME (10 Char)	ADJ RSN	DISB AMT	ELIG USED	CREATE DATE	PAY DATE
POOH	WINNIE T.	HT	388	25.00	032112	033012
			388			
LIGHTYEAR	BUZZ	TT	581	37.50	032212	032312
			581			
MCQUEEN	LIGHTENING	HT	388	25.00	032212	032312
			388			
WHITE	SNOW	TT	581	37.50	032212	032312
			581			
MOUSE	MICKEY		775	50.00	032212	032312
			775			
DUCK	DONALD		775	50.00	032212	032312
			775			
HOOD	ROBIN	HT	388	25.00	032212	032312
			388			
SMITH	JOHN		775	50.00	032112	032312
			775			
ROBIN	CHRISTOPHER		775	50.00	032212	032312

Accounting Report
2014-15 Cal Grant B
Spring Disbursements

Pooh, W \$388

Lightyear, B \$581

McQueen, L \$388

White, S \$581

Mouse, M \$775

Hood, R \$388

Smith, J \$775

Robin, C \$775

STEP 5

**ENSURE THAT REMAINING FUNDS ARE RETURNED TO
COMMISSION AFTER FINAL RECONCILIATION**

FINAL RECONCILIATION

- December following the award year
- All roster payment adjustments and corrections should be done prior to September 30th
- Excess funds must be returned to the Commission
 - May not be applied to any other student
 - May not be carried over to next award year
- Invoices sent to institutions in January and are due within 30 days
- Any dispute regarding invoice will not be reviewed until invoice is paid in full



BEST PRACTICE

- Do NOT send refund checks to CSAC when the award year is still open
 - Make the necessary adjustment on WebGrants
 - Sending a refund check early creates confusion
 - With some schools' accounts, sending individual refund checks may incur an extra cost
 - CSAC may return any check sent for an open year



BEST PRACTICES

- CSAC accounting may have to send a refund check back to the school which incurs a cost
- When sending Cal Grant refunds after the award year is closed, please attach proper documentation
- Train new staff so the Cal Grant program is operated in a consistent manner
- Contact Institutional Support Services for any issue or training needs



THANK YOU!

***California Student Aid Commission
Institutional Support Services***

(888) 294-0153

schoolsupport@csac.ca.gov